

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** October 3, 2016



---

**Town Administrator:** This past week's activities included attending the International City Managers Conference Monday through Wednesday, which encompassed several excellent keynote speakers and numerous learning sessions pertaining to local government. The balance of the week included meetings with the DPW Director and Transfer Station supervisor to discuss staffing needs at the facility and an update of DPW projects; meeting with Donna Kuethe to discuss facility needs and possible use of the Lions Club facility for Recreation programs; a phone conference with the Town Engineer to prepare for the TAP grant presentation to the LRPC review committee. I attended the Lakes Region Managers group monthly meeting. This coming week I will begin reviewing FY17 Department budgets. Tuesday I will lead our October Department Head meeting; Wednesday I will attend the Milfoil Committee meeting and present the TAP (Transportation Alternative Program) Grant application for Phase IIIA of the Pathway project to a panel at LRPC along with our Town Engineer. On Friday I will attend a discussion with the two candidates for Governor at NHMA. Throughout the week I will be preparing for the regular Select Board meeting and public hearing on Thursday evening. Have a great week everyone!

**Finance:** I have provided the month end reports to all the Departments, and will be providing the quarterly update to the Board in October. We have submitted all necessary forms to the Department of Revenue Administration for the Tax Rate process. I have been working on the new account numbers from the Government Accounting Auditing and Financial Reporting Book and DRA, and will be reviewing them with Walter. Department Heads have been asked to fill in their budget sheets the same as last year, and we will adjust the budget requests to the new account numbers as they come in. The Records Committee met this week and I will be setting aside some time to start going through boxes in storage and determining which documents can be destroyed. Space needs to be made so that current documents may be transferred out to storage. The Committee would like to hear from other departments, when the time comes to destroy these documents, if we should have a commercial paper shredding company come to Town Hall to complete the task. The NH Municipal Conference is November 16 & 17 and I would like for myself and Hope to be able to attend to look at and talk to vendors concerning new municipal software. Quarterly Wellness Incentives: There were 11 participants in the 2nd quarter challenge for the Walk NH Challenge. The total miles walked including all participants was 1,515 miles within a 6-week period. The 3rd quarter challenge consisted of an aerobic mile challenge and 16 participated and completed the 4-week challenge. The 4<sup>th</sup> quarter will consist of the biometric screening and the flu shot clinic which is scheduled for October 18 at the Public Safety Building beginning at 10 a.m. This is earlier in the year than last year as requested by the Selectmen.

**Assessor:** Nothing to report this week.

**Tax Collector:** Nothing to report this week.

**Town Clerk:** Nothing to report this week.

**Public Works & Facilities:** Last week Castle Shores was graded and paved. Preparation for winter continues with mixing salt and getting the fleet ready. The crews assisted with the trucking for the reconstruction of High Haith and the kick-off of the 2016 Road Program. Work at the PSB continued with installation of piping for the cistern, underdrain, and gravel installation.

**Facility & Grounds:** The mowing season is slowly coming to an end. Building and grounds crew are gearing up for fall clean ups. Trees and branches are being trimmed around some of the facilities. Damaged fences around cemeteries are being repaired. Team Leader Kepple has been assisting on the Public Safety Building parking lot project (i.e. repairing water line and electrical lines that have been dug up). Assistance has been provided to the HVAC Co. with furnace startups for the upcoming winter season.

**Waste Management Facility:** This week we shipped out 3 demo, 2 recycle and 2 msw. With a combined effort of Facilities and Grounds and the Waste Management staff the recycle glass shed was re-purposed by removing the roof for a sand and salt shed at the facility for the plow crew.

**Moultonborough Police Department:** The Moultonborough Police Department recorded 367 log entries, which included the following calls for service, 22 motor vehicle stops, 7 assists to Fire/EMS, 1 Directed Patrol, 1 arrest, 7 complaints, 1 MV Accident, 8 MV Complaints, 2 residential alarms, 1 commercial alarm, and 3 K-9 complaints.

**Moultonborough Fire Department:** Year to date there has been 676 calls for emergency service. For the period of 9/23/16 to 9/29/16 there were 11 calls for service: (7) EMS calls; (1) Public Service; (1) Dispatched & Cancelled Enroute; (1) Smoke Detector Activation, Malfunction; (1) Alarm System Activation, Malfunction. There were no instances of Moultonborough receiving or giving mutual aid. There were no instances of overlapping incidents (two incidents ongoing simultaneously).

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene) 7:56 min/sec

Overall Average Manpower per incident: 3 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene) 6:45 min/sec

Overall Average Day Time Manpower per incident: 3 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene) 9:42 min/sec

Overall Average Night/Weekend Manpower per incident: 3 Firefighters/Incident

**Operations:** 9/26/16 Department training on Driver Training; 9/29/16 Consultation with property owner on application of the State Fire Code and occupancy classification and usage. 9/29/16 Supra Box service.

**Office of Development Services Planning:** Nothing to report this week.

**Human Services:** Nothing to report this week.

**Recreation Department:** Last Friday, the Youth Volleyball team attended the MA Varsity game and helped cheer the team on to victory! The youth players were able to see the game played at a higher level, and observe the skills that they are learning in practice. A fun time was had by all! MRD is now offering the large meeting room for children age 0-5 and their responsible adult to drop in and play on Mondays and Thursdays, from 8:30-11 a.m. The idea is to provide an indoor space for parents and children to meet and socialize during the colder months. This week, Donna K. will be attending the National Recreation & Parks Conference in St. Louis, MO. Indoor Pickleball, a program run jointly with MRD and the Meredith Parks & Recreation Department, begins at the Meredith Community Center

on Tuesday, Oct 4. The program will meet most Tuesdays and Fridays at the Center, from 9-11 a.m. Due to the large number of registrations received, the fall session has been closed. MRD is once again preparing for our annual Halloween Party. This year, the event will be held on October 28, 2016, from 5:30-7:30 p.m., at the Moultonborough Central School. Prizes, games, food, costumes, and ribbons will all be back, as well as the Parade of Costumes! New this year, MRD is adding some spooky fun in the *Haunted Hallway*. We hope to see you there, if you dare!!

**Important Dates to Remember**

**\*Department Head Meeting, Tuesday – October 4, 2016, 9 AM\***

**Board of Selectmen's Meeting & Public Hearing 2016 Tax Sale, October 6, 2016, 7 PM**

**Board of Selectmen's Meeting, October 13, 2016, 7 PM**

**Board of Selectmen's Meeting & Public Hearing 2016 Tax Sale, October 20, 2016, 7 PM**

**Board of Selectmen's Work Session, October 27, 2016, 4 PM**